ATTrBuTE v3

User Guide

April 2011

Contents

About ATTrBuTE v3

ATTrBuTE is a tool for assessing the quality of a travel plan (incorporating deliveries and servicing) prepared as part of the development control planning process in London. ATTrBuTE version 3 was launched online in March 2011 and supersedes version 2, which was released as an online tool in June 2009.

ATTrBuTE contains a series of criteria designed to test the extent to which a travel plan has been prepared in accordance with national and regional guidance and best practice. The tool can be used by local authority officers assessing a travel plan and by travel plan authors (developers, consultants) to check that the travel plan meets the requirements for approval prior to submitting the travel plan to the local authority for assessment.

ATTrBuTE is intended to:

- Improve the overall quality of development related travel plans by listing the criteria that should be included in the plan and so providing a framework for travel plan preparation.
- Give consistency to the way travel plans are assessed as part of the development control planning process.

It should be noted that ATTrBuTE cannot be used to predict the outcome of a travel plan, in terms of achieving its objectives (including modal shift). The tool provides a checklist for the content of the travel plan and only if the local authority deems the quality to be sufficient will the travel plan have a successful outcome.

Quick Start for a New Assessment

1. Login to ATTrBuTE using your username and password (see step by step guide for how to obtain your user name and password).
2. Select New Travel Plan. This will bring up a filtering page (About the Development) that asks a series of questions about the development for which the travel plan has been prepared. The purpose of this is to automatically generate the correct set of assessment criteria to assess the travel plan.
3. The filtering page also asks for reference details such as planning application number (or the local authorities own reference number), travel plan title, name and contact details of the author. The name and contact details of the assessor are generated automatically. These details are then saved for inclusion on the assessment output.
4. Click save and proceed to assessment once the details have been entered. This will bring up page 1 of the assessment. The type and form of travel plan is stated at the top of page 1 beneath the ATTrBuTE logo.

Step by Step Guide to Using ATTrBuTE

This chapter takes the user through each aspect of ATTrBuTE, from acquiring a username and password to generating assessment outputs.

Username and Password

To access ATTrBuTE, you need a username and password. To get a username and password, you will need to register via the registration page accessed from www.attrbute.org.uk

During the registration process you will set up a username and password, which can then be used to access the tool.

User Login

To login in and start using ATTrBuTE, go to www.attrbute.org.uk and enter your username and password.

Select Plan Page

The Select Plan page is the first page to appear after logging in. This page provides access to any previous travel plan assessments you may have undertaken and is the starting point for undertaking new assessments.

New Travel Plan

To start a new travel plan assessment, click on New Travel Plan, which links to the About the Development page.

Loading Previous Travel Plan Assessments

Any previous travel plan assessments you have undertaken are displayed in a list below the New Travel Plan link. To load a previous assessment, click on the title of an assessment. Once loaded, the assessment is fully editable.

Loading Previous ATTrBuTE v2 Assessments

Below any previous travel plan assessments you may have undertaken using ATTrBuTE v3 is a link to all assessments undertaken using ATTrBuTE v2. These assessments will always be available to view on ATTrBuTE v3, but only editable for a limited time (July 2011 approx.)

About the Development Page

ATTrBuTE uses different sets of assessment criteria depending on the nature of the development for which the travel plan has been prepared. The purpose of the About the Development page is to ensure that the relevant set of assessment criteria is generated for the assessment. The About the Development questions are only entered once for each assessment.

Type and Form of Travel Plan Recognised by ATTrBuTE v3

ATTrBuTE uses different assessment criteria depending on the type and form of travel plan. More information on type and form of travel plan is available in Transport for London's 'Travel Planning for new Development in London; Incorporating Deliveries and Servicing' published in February 2011available on the New Way to Plan website - hyperlinks for this can be found on the front page of ATTrBuTE.

Type of Travel Plan

ATTrBuTE can be used to assess travel plans for developments comprising workplace land uses, residential land use (C3) or mixed workplace and residential use.

ATTrBuTE uses the following types of travel plan:

Strategic Level Travel Plan –Strategic-level thresholds relate to larger developments which are referred to the Mayor, and which are identified from PPG13 (Transport) (DfT, Office of the Deputy Prime Minister, 2001)

Local Level Travel Plan – smaller developments that fall below the strategic-level threshold but which typically employ 20 or more staff. Boroughs may also adopt their own travel plan requirements for developments that are below the default local-level threshold.

Form of Travel Plan

ATTrBuTE uses the following forms of travel plan:

Full Travel Plan - The development includes at least one land use class over the local-level or strategic-level threshold. Separate travel plans should be prepared for each land use above the threshold. It should be noted that a residential travel plan will always be a full travel plan because the end occupiers (the residents) are always known.

Framework Travel Plan –Should be prepared for developments comprising at least more than one land use above the local-level or strategic-level thresholds; or when outline planning permission is sought for which scheme elements are not established. These will generally be for phased developments.
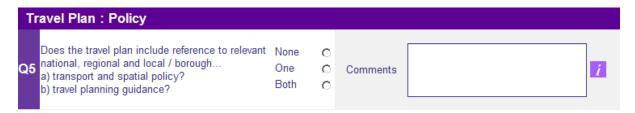
Scoring

ATTrBuTE comprises scores, weighted questions and essential questions.

Scores

The basic score for each criterion is 0 or 1, represented as 'no' or 'yes' in the assessment.
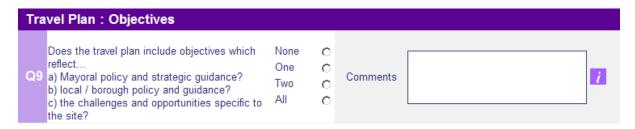
Some questions consist of more than one element. In these cases a number of marks are assigned to each element e.g. Not at all = 0, Partially = 1, Fully = 3.

When scoring questions with more than one element, you must state whether the travel plan meets none of the elements, one of the elements, two of the elements (where applicable) or all of them.

Travel Plan : Policy

| Q5 | Does the travel plan include reference to relevant national, regional and local / borough...
 a) transport and spatial policy?
 b) travel planning guidance? | None ○
 One ○
 Both ○ | Comments | [ ] | i |

Essential questions

These questions are marked by light purple shading around the question number (on the left of the screen). The travel plan must score at least a single point against all the essential questions in order to pass the assessment. If the travel plan scores well in other areas but fails an essential question, the whole travel plan will fail the assessment.

Travel Plan : Objectives

| Q9 | Does the travel plan include objectives which reflect...
 a) Mayoral policy and strategic guidance?
 b) local / borough policy and guidance?
 c) the challenges and opportunities specific to the site? | None ○
 One ○
 Two ○
 All ○ | Comments | [ ] | i |

Comments Boxes for Criteria

A space is provided next to each criterion for any comments the user might have. Comments entered into the boxes are shown on the output from ATTrBuTE. Comments could include suggestions to the travel plan author as to how the score for that aspect of the travel plan could be improved.

Where a criterion has scored 0, the comments box is highlighted in red as a prompt for any comments on the how the criterion could be improved.

Travel Plan : Monitoring

| Q17 | Is a clear site-wide monitoring programme that adheres to the standardised approach included? | No ○
 Yes ○ | Comments | [ ] | i |

General Comments Box

A space is provided at the end of the assessment for any general comments on the overall quality of the travel plan.

Travel Plan : Comments

| Q22 | Do you have any final comments? | | Comments | [ ] |

Info Buttons

Purple 'i' buttons have been provided next to certain questions where clarification may be required on what the travel plan should contain for that criterion. Clicking on the 'i' button displays the clarification text in a pop-up window. The 'i' buttons are intended as a guide for both authors and assessors.

Assessment Summary Page

Quick links to each assessment page is provided at the top of the page beneath the ATTrBuTE header bar (marked 1, 2, 3, 4, 5 see image below).

Clicking on the final number will display the assessment Summary page, which lists all of the questions in the assessment, the score for each and any comments provided. The total score is provided at the bottom of the summary page.
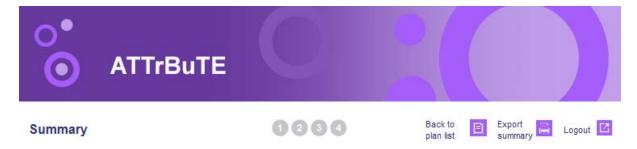
Passing or Failing as Assessment

ATTrBuTE states whether the travel plan has passed or failed the assessment at the bottom of the Summary page.

To pass the assessment, the travel plan must have scored above 70 per cent and contain all the information required by the essential questions. A travel plan that scores above 70 per cent but is missing any of the essential questions will not pass the assessment. Please note a pass score does not guarantee the travel plan will be acceptable to the local planning authority.

Export Summary

At the top of the Summary page there is an Export Summary button.

Clicking on the Export Summary button will generate an output in MS Word format containing the summary page in a table. The output shows some criteria in dark purple text, these correspond to the essential questions in the assessment.

The output is intended as a reference document that can be made available to the travel plan author to show which aspects of the travel plan meet the requirements for approval and which aspects require further work.

Saving Assessments

Progress can be saved at any time during the assessment by clicking on the Save Page button at the top of any assessment page. This will save the current status of the assessment.

At the bottom of each assessment page there is a Save and Continue button, which saves the current status of the assessment and links to the next page in the assessment.

At the top of pages 1-5 there is also a Save and Logout button, which saves the current status of the assessment and logs out of the site.

Guide to **ATTrBuTE** Criteria and Questions

Strategic, Framework, Occupiers Known Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
The Development						
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the travel plan include a) a breakdown of the different land uses expected on site; b) details of the size of each type of land use; c) details of how build-out of the development will be phased?		None One Two All	0 1 2 3	3
3		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
4		Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	No Yes	0 1	1
Policy						
5		Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents	None One Both	0 1 2	2

		b) travel planning guidance	such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'			
Site Assessment						

Site Assessment

6		To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives available to all users?		Not at All Partially Fully	0 1 3	3

Surveys

7		Are TRAVL-compliant site user travel and freight surveys proposed and a date agreed with the borough?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness,	No Yes	0 2	2

			cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.			
8	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1
			Objectives			
9	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3
			Targets			
10	Yes	Are there targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
			Travel Plan Co-ordinator			
12		Has a site-wide travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0 1	1
13		Have the site-wide travel plan co-ordinator roles and	Roles may include development/management/distribution of	None	0	2

		responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	One Both	1 2	
Measures						
14		To what extent do the site-wide measures a) support the objectives of the travel plan; and b) reflect the context of the site?	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3
15		Is an action plan provided which includes a) short / medium / long term actions; and b) timescales and responsibilities?		None One Both	0 1 2	2
16		Is the action plan clear on how and when travel plans will be developed among occupying organisations?		No Yes	0 1	1
Monitoring						
17	Yes	Is a clear site-wide monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
18	Yes	Is it clear who is responsible for site-wide monitoring?		No Yes	Fail 1	1
Securing and Enforcement						
19	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	Fail 1	1
Funding						

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
20		Has a sufficient budget been set for the site-wide a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two All	0 1 2 3	3
21		Have funding streams been identified for the site-wide a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3
		Final Comments				
22		Do you have any final comments?				

Strategic, Framework, Occupiers Unknown Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
		The Development				
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the travel plan include a) a breakdown of the different land uses expected on site; b) details of the size of each type of land use; c) details of how build-out of		None One Two All	0 1 2 3	3

		the development will be phased?				
3		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
4		Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	No Yes	0 1	1
		Policy				
5		Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	None One Both	0 1 2	2
		Site Assessment				
6		To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives available to all users?		Not at All Partially Fully	0 1 3	3
		Surveys				
7		Are TRAVL-compliant site user travel and freight	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on	No	0	2

		surveys proposed?	routes to local transport and other amenities.

The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included.
Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc.

The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc.

The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans. | Yes | 2 | |
| 8 | Yes | Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site? | The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing. | No

Yes | Fail

1 | 1 |
| | | | Objectives | | | |
| 9 | Yes | Does the travel plan include objectives which reflect

a) Mayoral policy & strategic guidance;

b) local / Borough policy and | How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here. | None

One

Two

All | Fail

1

2

3 | 3 |

		guidance; and c) the challenges and opportunities specific to the site?				

Targets						
10	Yes	Are there **interim** targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have **interim** targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1

Travel Plan Co-ordinator						
12		Has a site-wide travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0 1	1
13		Have the site-wide travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2

Measures						
14		To what extent do the **interim** site-wide measures a) support the objectives of the travel plan; and b) reflect the context of the site?	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3
15		Is an action plan provided which includes a) short / medium / long term actions; and b) timescales and responsibilities?		None One Both	0 1 2	2
16		Is the action plan clear on how and when travel plans will be developed among		No	0	1

		occupying organisations?		Yes	1	

			Monitoring			
17	Yes	Is a clear site-wide monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
18	Yes	Is it clear who is responsible for site-wide monitoring?		No Yes	Fail 1	1
			Securing and Enforcement			
19	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	Fail 1	1
			Funding			
20		Has a sufficient budget been set for the site-wide a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two All	0 1 2 3	3
21		Have funding streams been identified for the site-wide a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3
			Final Comments			
22		Do you have any final comments?				

Strategic, Full, Occupiers Known Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
The Development
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
Policy
3		Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	None One Both	0 1 2	2
Site Assessment
4		To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives		Not at All Partially Fully	0 1 3	3

		available to all users?				

Surveys						
5		Are TRAVL-compliant site user travel and freight surveys proposed and a date agreed with the borough?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	0 2	2
6	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1

Objectives

7	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3

Targets						
8	Yes	Are there targets linking directly to each objective?		No Yes	Fail 1	1
9	Yes	Have targets been set for three and five years after occupation?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1

Travel Plan Co-ordinator						
10		Has a travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0 1	1
11		Have the travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2

Measures						
12		To what extent do the measures a) support the objectives of the travel plan; and b) reflect the context of the site?	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3
13		Is an action plan provided which includes a) short / medium / long term		None One Both	0 1 2	2

		actions; and b) timescales and responsibilities?				
			Monitoring			
14	Yes	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
15	Yes	Is it clear who is responsible for monitoring?		No Yes	Fail 1	1
			Securing and Enforcement			
16	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	Fail 1	1
			Funding			
17		Has a sufficient budget been set for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two All	0 1 2 3	3
18		Have funding streams been identified for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3
			Final Comments			
19		Do you have any final comments?				

Strategic, Full, Occupiers Unknown Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
The Development
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
Policy
3		Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	None One Both	0 1 2	2
Site Assessment
4		To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks		Not at All Partially Fully	0 1 3	3

		and initiatives; and b) existing travel initiatives available to all users?				
			Surveys			
5		Are TRAVL-compliant site user travel and freight surveys proposed?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	0 2	2
6	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1

			Objectives			
7	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3
			Targets			
8	Yes	Are there **interim** targets linking directly to each objective?		No Yes	Fail 1	1
9	Yes	Have **interim** targets been set for three and five years after occupation?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
			Travel Plan Co-ordinator			
10		Has a travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0 1	1
11		Have the travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2
			Measures			
12		To what extent do the **interim** measures a) support the objectives of the travel plan; and b) reflect the context of the site?	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3

13		Is an action plan provided which includes a) short / medium / long term actions; and b) timescales and responsibilities?		None One Both	0 1 2	2
			Monitoring			
14	Yes	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
15	Yes	Is it clear who is responsible for monitoring?		No Yes	Fail 1	1
			Securing and Enforcement			
16	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	Fail 1	1
			Funding			
17		Has a sufficient budget been set for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two All	0 1 2 3	3
18		Have funding streams been identified for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3
			Final Comments			

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
19		Do you have any final comments?				

Local, Framework, Occupiers Known Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the travel plan include a) a breakdown of the different land uses expected on site; b) details of the size of each type of land use; c) details of how build-out of the development will be phased?		None One Two All	0 1 2 3	3
3		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
4		Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	No Yes	0 1	1
			Policy			

5		Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	None One Both	0 1 2	2
			Site Assessment			
6		To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives available to all users?		Not at All Partially Fully	0 1 3	3
			Surveys			
7		Are TRAVL-compliant site user travel and freight surveys proposed and a date agreed with the borough?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the	No Yes	0 2	2

			local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.			
8	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1
			Objectives			
9	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3
			Targets			
10	Yes	Are there targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
			Travel Plan Co-ordinator			

12		Has a site-wide travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0 1	1
13		Have the site-wide travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2
Measures						
14		To what extent do the site-wide measures a) support the objectives of the travel plan; and b) reflect the context of the site?	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3
15		Is an action plan provided which includes a) short / medium / long term actions; and b) timescales and responsibilities?		None One Both	0 1 2	2
16		Is the action plan clear on how and when travel plans will be developed among occupying organisations?		No Yes	0 1	1
Monitoring						
17	Yes	Is a clear site-wide monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
18	Yes	Is it clear who is responsible for site-wide monitoring?		No Yes	Fail 1	1
Securing and Enforcement						
19	Yes	Is it clear how the travel plan	The plan should state which measures are in place to ensure travel plan is	No	Fail	1

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
		will be secured?	undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	Yes	1	

			Funding			
20		Has a sufficient budget been set for the site-wide a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two All	0 1 2 3	3
21		Have funding streams been identified for the site-wide a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3

			Final Comments			
22		Do you have any final comments?				

Local, Framework, Occupiers Unknown Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
			The Development			
1		Does the travel plan include: a) full address of the development; and b) contact details for the		None One Both	0 1 2	2

		person responsible for preparing the travel plan?				
2		Does the travel plan include a) a breakdown of the different land uses expected on site; b) details of the size of each type of land use; c) details of how build-out of the development will be phased?		None One Two All	0 1 2 3	3
3		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
4		Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	No Yes	0 1	1
		Policy				
5		Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	None One Both	0 1 2	2
		Site Assessment				
6		To what extent does the travel plan clearly describe		Not at All	0	3

		the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives available to all users?		Partially Fully	1 3	
			Surveys			
7		Are TRAVL-compliant site user travel and freight surveys proposed and a date agreed with the borough?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	0 2	2
8	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier	No Yes	Fail 1	1

			should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.			

Objectives						
9	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3

Targets						
10	Yes	Are there **interim** targets linking directly to each objective?		No Yes	Fail 1	1
11	Yes	Have **interim** targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1

Travel Plan Co-ordinator						
12		Has a site-wide travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0 1	1
13		Have the site-wide travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2

Measures						
14		To what extent do the **interim** site-wide measures a) support the objectives of the travel plan; and b) reflect the context of the	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3

		site?				
15		Is an action plan provided which includes a) short / medium / long term actions; and b) timescales and responsibilities?		None One Both	0 1 2	2
16		Is the action plan clear on how and when travel plans will be developed among occupying organisations?		No Yes	0 1	1
Monitoring

Monitoring

17	Yes	Is a clear site-wide monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
18	Yes	Is it clear who is responsible for site-wide monitoring?		No Yes	Fail 1	1

Securing and Enforcement

19	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	Fail 1	1

Funding

20		Has a sufficient budget been set for the site-wide a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two All	0 1 2 3	3
21		Have funding streams been identified for the site-wide a) travel plan co-ordinator post;	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of	None One Two	0 1 2	3

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
		b) plan's measures; and c) monitoring programme?	commitment to the plan	All	3	
Final Comments						
22		Do you have any final comments?				

Local, Full, Occupiers Known Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
The Development						
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
Policy						
3		Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy b) travel planning guidance	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best	None One Both	0 1 2	2

			practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'				

Site Assessment							
4		To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives available to all users?		Not at All Partially Fully	0 1 3	3

Surveys							
5		Are iTrace (or TRAVL if specified by the borough) compliant site user travel and freight surveys proposed and a date agreed with the borough?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	0 2	2

6		Are appropriate freight surveys proposed?		No	0	1
				Yes	1	
7	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No	Fail	1
				Yes	1	
Objectives						
8	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None	Fail	3
				One	1	
				Two	2	
				All	3	
Targets						
9	Yes	Are there targets linking directly to each objective?		No	Fail	1
				Yes	1	
10	Yes	Have targets been set for three and five years after occupation?	Targets should relate back to the transport assessment.	No	Fail	1
				Yes	1	
Travel Plan Co-ordinator						
11		Has a travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No	0	1
				Yes	1	
12		Have the travel plan co-ordinator roles and responsibilities been made	Roles may include development/management/distribution of marketing and promotional materials,	None	0	2
				One	1	

		clear; and is the amount of time they will spend on the plan sufficient?	providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	Both	2	
Measures						
13		To what extent do the measures a) support the objectives of the travel plan; and b) reflect the context of the site?	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3
14		Is an action plan provided which includes a) short / medium / long term actions; and b) timescales and responsibilities?		None One Both	0 1 2	2
Monitoring						
15	Yes	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
16	Yes	Is it clear who is responsible for monitoring?		No Yes	Fail 1	1
Securing and Enforcement						
17	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	Fail 1	1
Funding						
18		Has a sufficient budget been set for the a) travel plan co-ordinator post;	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two	0 1 2	3

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
		b) plan's measures; and c) monitoring programme?		All	3	
19		Have funding streams been identified for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3
Final Comments						
20		Do you have any final comments?				

Local, Full, Occupiers Unknown Travel Plan

Question Number	Essential Question?	Question Text	Info Box Text	On Screen	Allocation of Points	Points Available
The Development						
1		Does the travel plan include: a) full address of the development; and b) contact details for the person responsible for preparing the travel plan?		None One Both	0 1 2	2
2		Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	0 1	1
Policy						
3		Does the travel plan include reference to relevant national, regional and local /	National: this may include PPG13 and Transport White Paper (s). Regional: this may include The London	None One	0 1	2

		borough... a) transport and spatial policy b) travel planning guidance	Plan and the Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents for the Local Development Framework (or Unity Development Plan). Reference to sources of travel plan best practice for example Transport for London's 'Travel planning for new development in London: incorporating deliveries and servicing' or documents such as 'Making Smarter Choices work'	Both	2	

Site Assessment					
4		To what extent does the travel plan clearly describe the accessibility and quality of a) existing transport networks and initiatives; and b) existing travel initiatives available to all users?		Not at All Partially Fully	0 1 3	3

Surveys					
5		Are iTRACE (or TRAVL where specified by the borough) compliant site user travel and freight surveys proposed?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities. The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take up of cycling e.g. tax free cycle purchase schemes, provision of cycle training etc. The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car sharing, pool cars etc. The travel plan should provide an overview of public transport options,	No Yes	0 2	2

			routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.			
6		Are appropriate freight surveys proposed?		No Yes	0 1	1
7	Yes	Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	The plan should specify when travel surveys will be undertaken – this will usually be within three months of occupation. For more information see New Way to Plan guidance note 'Travel Planning in London iTrace Compliancy/TRAVL compliancy – a Standardised Approach to Monitoring'. The Travel Plan Co-ordinator/occupier should ensure that the TRAVL surveys include all relevant questions on freight deliveries and servicing.	No Yes	Fail 1	1
			Objectives			
8	Yes	Does the travel plan include objectives which reflect a) Mayoral policy & strategic guidance; b) local / Borough policy and guidance; and c) the challenges and opportunities specific to the site?	How the objectives of the travel plan fit with the boroughs LDF's and AAPs are particularly important here.	None One Two All	Fail 1 2 3	3
			Targets			
9	Yes	Are there **interim** targets linking directly to each objective?		No Yes	Fail 1	1
10	Yes	Have **interim** targets been set for three and five years after occupation?	Targets should relate back to the transport assessment.	No Yes	Fail 1	1
			Travel Plan Co-ordinator			

11		Has a travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Nominated point of contact should be provided in the absence of a named TP co-ordinator.	No Yes	0 1	1
12		Have the travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring	None One Both	0 1 2	2
Measures						
13		To what extent do the **interim** measures a) support the objectives of the travel plan; and b) reflect the context of the site?	Measures must support the objectives which in turn enable the targets to be met. They also must be site specific as different measures will have different levels of success depending on the surrounding area	Not at All Partially Fully	0 1 3	3
14		Is an action plan provided which includes a) short / medium / long term actions; and b) timescales and responsibilities?		None One Both	0 1 2	2
Monitoring						
15	Yes	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years one (baseline), three and five. For more information see chapter 7 of TfL's 'Travel planning for new development in London: incorporating deliveries and servicing'	No Yes	Fail 1	1
16	Yes	Is it clear who is responsible for monitoring?		No Yes	Fail 1	1
Securing and Enforcement						
17	Yes	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into Section 106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel	No Yes	Fail 1	1

			plan.			

Funding

18		Has a sufficient budget been set for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	A good budget would identify how each element of the travel plan delivery would be paid for including the travel plan co-ordinator, marketing components and physical measures	None One Two All	0 1 2 3	3
19		Have funding streams been identified for the a) travel plan co-ordinator post; b) plan's measures; and c) monitoring programme?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan	None One Two All	0 1 2 3	3

Final Comments

20		Do you have any final comments?				